SAMPLE RFI FORM (CONTRACTOR'S NAME AND ADDRESS)

| | Date RFI Number |
|---|--------------------|
| To: | |
| | |
| Contract Title | |
| SUBJECT | |
| | |
| Reference Drawings: | Spec Section: |
| InformationRequired: | _ |
| | |
| Contractor's Proposed Solution: | |
| Initiated by: Date: Date: | |
| Date Response Required: | |
| Government Response: | |
| | |
| The above (is/is not) considered a construction contract change: | |
| Information furnished by: Authorized Representative of Contracting Officer | Date: |
| Distribution: | |